

UNISON Mid Devon District Branch

Branch Rules

1. Branch Name:

The branch shall be called the **Mid Devon District** branch of UNISON

2. Relationship to national organisation

- a) branch rules shall be in accordance with national rules, decisions of the Annual Delegate Conference and the NEC
- b) Any member may have a copy of the current Rule Book
- c) The branch shall make an audited annual return of branch income, expenditure, assets and liabilities, as prescribed by the NEC and in accordance with national rules.

3. Aims of the Branch

The aims of the branch shall be in accordance with the aims and values of UNISON as set out in the Rule Book.

4. Membership

- a) Eligibility for membership of the branch shall be in accordance with the rules of the union
- b) Applications for membership take effect from the date at which the completed forms are received by the branch or at regional/national level and the first contribution is made.
- c) A meeting of the branch or branch committee may decide not to support a membership application but such a decision must be consistent with the rules and with statute. Such a decision must be explained to the individual in writing, together with their rights of appeal.
- d) All members must comply with the rules
- e) The NEC may terminate an individual's membership in accordance with the rules.

5. Branch Structure

- a) There will be an Annual General Meeting of the branch to elect branch officers and members of the branch committee. This will be held between 1 January and 31 March.
- b) Other general meetings may be called by the branch committee or by 20 members of the branch or 5% of the membership, whichever is the greater.
- c) The AGM will determine the basis of representation in the branch and the number of stewards to be elected in each work group or workplace.
- d) The branch shall keep a bank/building society account in the name of the branch.
- e) The quorum for a general meeting shall be **20** per cent of the branch

UNISON Mid Devon District Branch

Branch Rules

6. Branch Officers

a) The branch shall elect the following officers annually:

- Branch chairperson
- Branch secretary
- Treasurer
- Education co-ordinator
- Welfare Secretary
- Equality officer
- Health & safety officer
- Communications officer
- International officer
- Young member's officer
- Affiliated Political Fund officer

Others to be determined as necessary for the effective operation of the branch.

- b) Branch officers may be nominated by the branch committee or any two members, with the exception of the APF officer who will be elected by the APF members only.
- c) All nominations must be received in writing at least **2** weeks before the AGM
- d) Each nominee will be notified and given the right to withdraw not later than **7** days before the AGM
- e) If there is more than one candidate, a vote will be held.
- f) The vote may be conducted by a show of hands or by ballot.
- g) In the event of a ballot, official papers will be supplied and each member of the branch shall be entitled to vote in respect of each post to be filled. Arrangements may be made for a postal ballot if appropriate.

7. Branch Committee

- a) Representation on the branch committee will be agreed by the AGM and will include:
 - branch officers
 - representatives of self-organised groups
 - one or more stewards from each section, work group or workplace.
- b) The branch committee shall administer branch business in accordance with the national rules and guidance.
- c) The quorum of the branch committee shall be 33 per cent (one third) of the members of the committee.

UNISON Mid Devon District Branch

Branch Rules

- d) The branch committee will establish arrangements for representation of members and any difficulties will be referred to the regional organiser in the first instance.

8. Conduct of Meetings

- a) All meetings will be conducted in a fair and democratic manner.
- b) All meetings should be advertised widely as far in advance as possible.
- c) The procedures to be used at the meeting should be explained clearly.
- d) The branch shall set a quorum for branch meetings and branch committee meetings.
- e) The branch must maintain records of meetings, financial records, books of accounts and other appropriate records to enable the branch to function.

9. Media Communications

Communications to the media on behalf of the branch shall be made only by officers authorised by the branch committee.

10. Affiliations

- a) Affiliations to relevant constituency Labour Parties will be decided by the APF membership
- b) Affiliations to trade councils shall be determined by the AGM or the branch committee.

11. Donations

Donations shall be agreed by the AGM or branch committee in accordance with the union's policies and objectives and subject to provisions of national rule.

12. Expenses

- a) Rates of expenses for members attending meetings on behalf of the branch shall be agreed by the AGM subject to any national scheme
- b) Expenses for carers and childcare costs shall be payable for reasonable expenditure incurred in respect of travel, babysitting, care assistance and other reasonably expected costs. These expenses shall be approved by the branch committee in advance.

UNISON Mid Devon District Branch

Branch Rules

13. Honoraria

- a) Honoraria may be paid in appropriate circumstances to members of the branch.
- b) Any proposals to pay honoraria will be submitted by the branch committee to a general meeting or AGM for approval, including amounts and proposed recipients.
- c) Honoraria payments must be made retrospectively and no payment can be made until approval is given.

14. Approval of/alteration to branch rules

- a. Branch rules must be agreed by two thirds of members present and voting at a quorate branch meeting.
- b. Branch rules must be approved in accordance with Unison's procedures.
- c. Any changes to branch rules must be agreed and approved in the same way.

Revised April 2002